

Janet Napolitano  
Governor

Todd F. Lang  
Executive Director



Marcia J. Busching  
Chair

Ermila Jolley  
Gary Scaramazzo  
Carl J. Kunasek  
Royann Parker  
Commissioners

State of Arizona  
Citizens Clean Elections Commission

1616 W. Adams - Suite 110 - Phoenix, Arizona 85007 - Tel (602) 364-3477 - Fax (602) 364-3487 - www.azcanelections.gov

Public Records Request Form

Name of Requesting Party: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Copies Requested \_\_\_\_\_ View Only No Copies \_\_\_\_\_ (Check one) Fax: \_\_\_\_\_

Description of Public Records Requested:

\_\_\_\_\_

Indicate whether the records are to be used for: ☐ Non-Commercial Purposes ☐ Commercial Purposes

If the records are to be used for commercial purposes, specifically state those purposes:

**CERTIFIED STATEMENT**

I, the requesting party, declare that I have read the information and instruction sheet accompanying this form and understand the contents therein. I further declare that the copies or other reproductions of the public records described above which I have requested are to be used solely for the purpose indicated above. I further declare that such copies or reproductions will not be used directly or indirectly for a different purpose other than described above.

I further declare under penalty of perjury that the foregoing is correct and true.

\_\_\_\_\_ Date: \_\_\_\_\_

(Signature of Requesting Party)

**Official Use Only**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature of Authorized Personnel)

**Reason for Denial of Request:** ☐ Misuse of Public Records ☐ Abuse of the Right to Receive Public Records

☐ Request Made to Governor for Executive Order: Date \_\_\_\_\_

☐ Executive Order Received within 30 Days: Date Received \_\_\_\_\_

☐ No Executive Order Received – Reproductions Furnished: Date \_\_\_\_\_

Custodian of Records: \_\_\_\_\_ Title: \_\_\_\_\_

		<u>No. of Copies</u>	<u>Cost</u>
____ Photocopies @ _____ per page	\$ _____	1-10	No charge
____ Cassette Reproduction \$10.00	\$ _____	11-50	.20 per page
____ VHS Reproduction \$25.00	\$ _____	51-75	.30
____ Document Certification \$2.00	\$ _____	76-100	.40
____ CD Reproduction \$10.00	\$ _____	101-plus	.50
<b>Total Due:</b>	\$ _____		

Payment Received: ☐ check ☐ cash

Documents Mailed/Provided on: \_\_\_\_\_  
(Date)

# **CITIZENS CLEAN ELECTION COMMISSION**

## **PUBLIC RECORDS REPRODUCTION REQUEST FORM**

### **INFORMATION AND INSTRUCTION SHEET**

#### **Requesting Party: Please read and note the following information**

Pursuant to A.R.S. § 39-121.03, a person requesting copies, printouts or photographs of public records shall, upon making a request, provide a CERTIFIED STATEMENT setting forth the commercial purpose, if any, for which the copies, printouts or photographs will be used.

A person stating that the reproductions will not be used for a commercial purpose will be furnished such reproductions at a reasonable fee, not exceeding a commercial rate for like services. A person providing a certified statement setting forth the commercial purpose for which the reproduction will be used, may be furnished such reproductions by the custodian of records after having received approval from the Division Manager and/or Director/Deputy Director, as determined on a case by case basis. Charges shall be based on the following:

1. A portion of the cost to the State for obtaining the documents or records to be reproduced;
2. A reasonable fee covering the cost of time, equipment and personnel in making the reproduction, and;
3. The Value of reproduction on the commercial market.

If the custodian of public record believes that the commercial purpose of a reproduction is a misuse of public records or an abuse of the right to receive them, he or she may refuse a request for reproduction of such records for said commercial purpose and may request the Governor to prohibit the furnishing of reproductions for such commercial purposes by Executive Order. If an Executive Order is not issued within thirty (30) days of the custodian's application, the requesting party shall be furnished such reproductions for the commercial purpose set forth in his or her certified statement upon payment of the fee determined pursuant to the above guidelines.

"Commercial purpose" is broadly defined by statute as "any purpose in which the purchaser can reasonably anticipate the receipt of monetary gain from the direct or indirect use of such public record."

A.R.S. § 39-121.03 (D).

"Commercial purpose" includes copies of records for sale or resale and copies of printouts of names and addresses for purpose of solicitation of business.

#### **IMPORTANT: A.R.S. § 39-121.03 (C) provides:**

**A person who obtains public records for a commercial purpose without indicating the Commercial purpose or who obtains a public record for a noncommercial purpose and uses or knowingly allow the use of such public record for a commercial purpose or who obtains a public record for a commercial purpose and uses or knowingly allows the use of such public record for a different commercial purpose or who obtains a public record from anyone other than the custodian of such records and uses them for a commercial purpose shall in addition to other penalties be liable to the state or the political subdivision from which the public record was obtained for damages in the amount of three times the amount which would have been charged for the public record had the commercial purpose been stated plus costs and reasonable attorneys' fees or shall be liable to the state or the political subdivision for the amount of three times the actual damages if it can be shown that the public record would have been provided had the commercial purpose of action use been stated at the time of obtaining the records.**